



ANNUAL RETURN 2015/16: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 35/16

13 JUNE 2016

The purpose of this report is to seek the Town Council's agreement in respect of Section 2 of the previously circulated Annual Return for the financial year 2015/16 and to authorise the Mayor to sign it accordingly and to note the contents of Section 4.

No. DETAIL

1) BACKGROUND

- a) The Town Council is required to submit an Annual Return for the financial year 2015/16 to its External Auditors, BDO LLP by 4 July 2016 which contains the following:
 - *Section 1:* An annual governance statement
 - *Section 2:* Accounting Statements for the year
 - *Section 4:* An annual internal audit report.
 - b) Section 3 is the External Auditor Certificate and opinion that is completed by the appointed Auditor.
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2) ANNUAL RETURN

- a) A copy of the completed Annual Return for submission is included in the papers for this meeting.
 - b) The figures in Section 2 have been approved by the Town Council's Internal Auditor and signed by me accordingly.
 - c) The Internal Auditor has indicated his satisfaction with the Town Council's accounting and book-keeping practices in Section 4 – as confirmed in his Internal Auditor's report received by the Town Council's April meeting – and he has signed Section 4 accordingly.
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3) RECOMMENDATION

The Town Council is recommended to resolve that the Town Council:

- i) approves the Accounting Statements set out in Section 2 of the Annual Return;
 - ii) authorises its Mayor to sign Section 2 accordingly;
 - iii) notes the contents of the Internal Auditor's Report in Section 4; and
 - iv) asks its Town Clerk to submit the completed return together with the required additional papers identified in section 4 of this Report in advance of the 4 July 2015 deadline.
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4) ADDITIONAL PAPERS

- a) The routine additional papers required are identified on page 6 of the Annual Return:
 - an explanation of any variances between 2014/15 and 2015/16 of greater than 10%.
 - a copy of the Bank Reconciliation at 31 March 2015.
 - b) Completion of an Intermediate review questionnaire required as a consequence of moving into the £200,000 plus annual turnover category, a copy of which is attached to this Report.
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